

Workforce Partnership of Greater Rhode Island

Executive Committee

September 7, 2010

Present: Steve Kitchin, Paul Harden, Paul Ouellette, and Joe DiPina

Absent: Mike Cassidy and Cynthia Farrell

Staff and Guest: Christine Grieco, Shirley Winslow, Diane Vendetti and Mavis McGetrick

Chair Steve Kitchin called the meeting to order at 8:10 am and asked everyone to review the minutes from the previous meeting of June 2, 2010.

VOTE: Mr. Harden motioned to accept the minutes as amended for June 2, 2010. Mr. Ouellette seconded the motion. The motion passed unanimously.

Chairman's Report: Mr. Kitchin reported Pat Talin has officially sent her letter of resignation as of August 25, 2010. Ms. Talin truly has been asset to our organization. It is with deep regret that we accept her resignation.

VOTE: Mr. Kitchen made a motion to accept Ms. Talin's letter of resignation from the Board of Directors. Mr. Harden seconded the

motion. The motion passed unanimously.

Mr. Kitchin asked Ms. Grieco to asked Dave Tremblay if he could request a Citation from Governor Carcieri to be presented to Ms. Talin. Mr. Kitchin also asked to inquire at the Governor's office to see if the Governor Carcieri was available to make a brief appearance at a Board of Director's meeting to present the Citation to Ms. Talin.

Mr. Kitchin's second announcement is that Deborah Anthes will also be resigning from the Board of Directors. She is leaving the Department of Education. Mr. Kitchin noted we should have a discussion with Mayor Avedisian to find a replacement for Mike Cassidy who will be retiring soon.

Budget and Service Levels: Ms. Vendetti reported on the Budget and Service Levels for PY10. The formula for Adult and Dislocated Workers is normally reserved at 10%. The administration dollars have been reduced to 5% to enable us to allocate more money on the street. We are allocating the One Stops the same level of dollars as last year.

Ms. Vendetti presented the WPGRI PY10 Proposed Youth Budget as of July, 2011. WIA is showing a deficit. When Mr. Ribeiro, for the Youth Council, issued an RFP in prior years the allocated funds were generally never totally spent. The vendors usually do not use all the funds they request. When the contracts close out, April 2010 – March

2011 there will be unspent funds to offset the deficit. This issue will be discussed at the Finance Committee meeting and the Finance Committee will require a monthly updating.

VOTE: Mr. DiPina motioned to accept the budgets as proposed; WPGRI PY10 Formula Adult & DW Budgets and the WPGRI PY10 Youth Budget. Mr. Ouellette seconded the motion. The motion passed unanimously.

Executive Director's Report:

Ms. Grieco reported Ms. Snell is reviewing the language on the corporate side of the accounting Policies and Procedures manual in reference to the re-allocation of funds. We do not have any language on the DLT side. When Ms. Snell finishes reviewing the Policies and Procedures manual Ms. Grieco suggests, we should have Thomas Fay, ESQ look it over and also review the WPGRI by laws.

Skills Tutor Licensing: Ms. Grieco explains Skills Tutor is a web based learning system with a 1,000 site licenses. Skills Tutor is in Pawtucket and the Woonsocket One Stops. Ms. Grieco suggests Jen Buck send to the Executive Committee a detailed email explaining the Skills Tutor system.

Committee Reports:

Board Development: Mr. Ouellette spoke about finding Pat Talin's

replacement as Secretary of the Board of Directors and setting a date for the orientation of the new Board of Director's member. Mr. Ouellette noted the guest speakers are set for the September and October Board meeting; Phil Stone and Ray Pingitore. He suggests we ask Keith Stokes of EDC to speak at the November meeting. Mr. Harden said he will look into asking Mr. Stokes.

Strategic Committee: Mr. Harden spoke about the two WIB's Weatherization RFP in which neither one was awarded. He noted he hopes there will be new Weatherization RFP issued in the fall.

Mr. Kitchen recused himself and turned the meeting over to Mr. Ouellette as chair.

Mr. Ouellette discussed the Weatherization RFP. He feels there needs to be more Customized Training in the industry.

Mr. Ouellette turned the meeting back to Mr. Kitchen as chair.

Quality Assurance: No new business.

Finance Committee: Mr. DiPina has requested a Finance Committee Meeting on September 29, 2010 at 9:00 am.

Youth Council: No new business.

New Business: No new business.

Old Business: No old business.

VOTE: Mr. Ouellette motioned to adjourn the meeting. Mr. DiPina seconded the motion. The meeting adjourned at 9:55 am.

Respectfully submitted

Shirley Winslow